

THRAPSTON TOWN COUNCIL

Mayor: Cllr Val Carter

77 High Street
Thrapston
Northamptonshire
NN14 4JJ

Tel: (01832) 734 673

Email: clerk@thrapstontowncouncil.gov.uk

Website: www.thrapstontowncouncil.gov.uk



**If you require a large print copy, please contact the
Town Clerk on 01832 734673**

**Minutes of the Personnel Committee Meeting
held on Monday 28th September 2021 at 7.15pm at The Souster Youth Hub**

**Present: Cllr Winter (Chairman), Cllr Cairns, Cllr Carter, Cllr McLuckie,
Cllr Wilcox**

In attendance: Linda Marshall (Clerk)

No.	Item	Action	By Whom
1.	Apologies for Absence Cllr Cribb had tendered her apologies which were accepted. No other apologies received.		
2.	Declaration of Interest None.		
3.	Public Open Time None.		
4.	To approve the Minutes of the Personnel Committee meeting dated 6th September 2021 Resolved that the Minutes of the Personnel Committee meeting dated 6 th September 2021 be confirmed as a true record.		
5.	To receive and accept a report from the Clerk updating members on staffing The Clerk's report was noted. It was agreed to undertake a DSE assessment in the office.		
6.	To undertake a review of staff's annual leave and how much each member of staff has left to take in this leave year and agree action A review was undertaken. It was agreed that staff be asked to book their annual leave by the end of the year.		
7.	To review options available where the Council could create a "yard" for use by the Facilities team and agree action Item to be carried forward.		
8.	Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1060 members of the public and press are to be excluded on the grounds that the following items to		

	be discussed are of a confidential and sensitive nature (Members of the public and press will be asked to leave the meeting) Resolved to close the meeting to members of the public and press.		
9.	To discuss staff requests, staffing levels, staff performance and expectations, staff pay, staff holidays and any grievances raised and agree action		
9a.	To receive and review staff's activity logs and agree any action required The Chairman advised that he will meet with the Clerk, review the activity logs and present to the Committee at its next meeting.		
9b.	To review staff budget for 2021/22 and agree any action required Review undertaken. Resolved to recommend to the Finance & Devolution Committee that a virement of funds be made to the staffing budget to cover increased costs, in the sum of £10,000.		
9c.	To determine staff budget for 2022/23 with a view to making a recommendation to the Finance & Devolution Committee for consideration in the Council's overall 2022/23 budget Review of staff budget undertaken. Agreed to make a recommendation to the Finance & Devolution Committee to include a budget of £156,284 for staffing for the following financial year.		
10.	Re-opening of meeting following closed session Resolved to re-open the meeting.		
11.	Clerk's Report The Clerk had nothing further to report.		
12.	Chairman's Comments The Chairman thanked everyone for attending.		
	There being no further business the meeting closed at 20:00.		

Signed

Dated